



TOWN OF LOOMIS  
6140 HORSESHOE BAR ROAD, SUITE K  
Loomis, CA 95650  
(916) 652-1840/ Fax (916) 652-1847

## Residential Building Permit Submittal Requirements

***Please have the site address, assessor's parcel number, owners name/address/telephone number, contractor's name/address/telephone number/contractor's license number, and the engineer's name/address/telephone number at the time of building permit application.***

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- **Building Permit application (filled out at the time of submittal).**
  - **Two (2) complete sets of plans and one floor plan for residential projects. With Homeowner Associations signed approval on each set of plans if applicable. PLANS MUST BE STAPLED IN SETS Purposed building over 500 sq. ft. must be engineered**
  - **One set of plans for Fire Marshal review when square footage of proposed homes exceeds 3600 sq. ft. Given to the appropriate Fire District.**
  - **Additional Floor Plan for Placer County Assessor.**
  - **Read & Sign Agriculture Preservation Right to Farm form. See attached page 12**
  - **A Set Includes:**
    - **8 ½ x 11 SITE PLAN** showing all existing buildings and square footage, proposed projects, acreage of site, heritage trees, rock out croppings, easements, property lines, setbacks, ground contours, north arrow, scale, street names, septic system/well if applicable, and stream/flood plain if applicable. If a purposed pool is in the drip line of a Oak Tree a Arborist report is required. (See page 15 for site example).
    - **Floor Plan**
    - **Foundation Plan**
    - **Roof framing plan/cross sections or truss plan and truss calculations**
    - **Electrical & Plumbing Plan**
    - **Elevation Plan showing all elevations**
    - **Energy Calculations**
    - **Any Heritage Tree Removal**
  - **Environmental Health approval (if applicable) for septic and well. Phone #530-745-2300**
  - **Encroachment Permit if encroaching on Town right of away. Bonding for the cost of right-of-way improvements. Liability insurance in the amount of \$1,000,000.00, naming the Town of Loomis as "Additional Insured". Inspection fee based on \$55.00 an hour.**
  - **Grading Permit : 2 sets of plans if moving 51 cubic yards or more, or grading in or near riparian area. Grading fee & Instructions. See attached page 5, 6, & 7. *All Trees (Heritage & Oak) must be fenced and checked prior to grading. Zoning Ordinance 13.54.050***
  - **Tree Permit (\$57.00 application fee) if applicable with arborist report. See Excerpts from the Tree Ordinance Chapter 13.54 of Municipal Code on attached page 8, 9, 10 & 11.**
  - **Business License: application and appropriate fee for contractor.**
- Note:** Per Loomis Municipal Code, Title 5 all contractors are required to obtain a business license with the Town of Loomis.

**New dwellings, including second residential dwellings, are required to pay development fees, including fire and school district fees. Residential additions exceeding 500 sq. ft. are required to pay fire and school district fees. If questions, contact the Building Inspector Monday, Tuesday, Thursday and Friday, between 8:00-8:30 a.m. or the Administrative Clerk between 8:00- 5:00 pm at (916) 652-1840.**

# Construction Fee Schedule

Amended August 23, 1999

Permit fees are based on building valuations which are generally based on data suggested by the International Conference of Building Officials. Please note that fees required by other agencies which relate to building construction need to be contracted individually. Below is an example of calculating building permit fees for a 1,400 sq. ft. single-family residence, with 500 sq. ft. of garage/storage and 300 sq. ft. of decking.

	<b><u>1,400 SQ. FT. AND UNDER</u></b>	<b><u>1,401 sq. ft. AND OVER</u></b>
Living Area	52.30/sq. ft.	74.00/sq. ft.
Garage/Storage	18.60/sq. ft.	18.60/sq. ft.
Deck	7.50/sq. ft.	7.50/sq. ft.
Covered Deck	14.50/sq. ft.	14.50/sq. ft.
Carport/Patio Cover	14.50/sq. ft.	14.50/sq. ft.
Industrial Building	32.00/sq. ft.	32.00/sq. ft.
Commercial Building	56.80/sq. ft.	56.80/sw. ft.

### EXAMPLE

1,400 sq. ft. Single-Family Dwelling	x	\$52.30/sq. ft.	=	\$ 73,220.00
500 sq. ft. Garage	x	\$18.60/sq. ft.	=	9,300.00
300 sq. ft. Decking	x	\$ 7.50/sq. ft.	=	<u>2,250.00</u>
<b>Total Valuation</b>			<b>=</b>	<b>\$ 84,770.00</b>

### Permit factors

Building Permit	\$ 84,770.00	x	.0045	=	\$ 381.47
Plan Check	\$ 84,770.00	x	.0025	=	211.93
Plumbing	\$ 84,770.00	x	.001	=	84.77
Electrical	\$ 84,770.00	x	.001	=	84.77
Energy	\$ .05 per sq. ft.			=	70.00
SMIP*	\$ 84,770.00	x	.0001	=	<u>8.48</u>
<b>BUILDING INSPECTION FEES</b>					<b>= \$ 926.79* *</b>

\* SMIP (Commercial) Valuation X .00021

- \* ALL APPLICABLE DEVELOPMENT FEES, INCLUDING SCHOOL & FIRE FEES

### Other fees Which May Be Required At Time Of Building

- Grading Fee & Instructions: See attached pgs. 5, 6, & 7
- Commercial Site Improvement Fees: See attached fee schedule
- Encroachment Permit Fee: Inspections calculated at \$ 55.00 per. hour
- Development Fees: See attached schedule pg.4
- Sewer Fee: Contact South Placer MUD (SPMUD) at (916) 652-5877
- Septic Fee: Contact Placer County Environmental Health at (530) 745-2300
- Water Fees: Contact Placer County Water Agency (PCWA) at (530) 823-4850
- Well Fees: Contact Placer County Environmental Health at (530) 745-2300
- School Fees: Contact: Loomis Union School District at (916) 652-1800  
Placer Union High School District at (530) 886-4400
- Electric, Natural Gas: PG&E at (530)889-3270
- Telephone: Pacific Bell at (800) 310-2355

## ACCESSORY STRUCTURE, POOLS, FIRE DAMAGE

### GARAGE/SHED

Note: Buildings with **120 sq. ft.** of roofing or less are exempt from building permits.

Note: All size buildings with electric or plumbing require permit. All zoning setbacks are applicable.

Garage/Sheds 501 + sq. ft. are subject to fire development fees.

#### EXAMPLE

600 sq. ft.	X	\$ 18.60	=	\$11,160.00	Valuation			
Building Permit		\$11,160.00	X	.0045	=	\$50.22		
Plan Check		\$11,160.00	X	.0025	=	\$30.00	Minimum Fee	
Electrical		\$11,160.00	X	.001	=	\$30.00	Minimum Fee	
				TOTAL		\$110.22		

### FIRE DAMAGE

One percent of the total valuation of the project.

Note: Purposed project must be in the foot print of the original structure

#### EXAMPLE

Contract Valuation		\$20,000.00	X	.01	=	\$200.00		
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### DECKING

Note: Decks that are less than 30 inches in height are exempt from a building permit.

#### EXAMPLE

900 sq. ft.	X	\$7.50	=	\$6,750.00	Valuation			
Building Permit		\$6,750.00	X	.0045	=	\$30.38		
Plan Check		\$6,750.00	X	.0025	=	\$30.00	Minimum Fee	
				Total		\$60.38		

### RESIDENTIAL SWIMMING POOL

All pool project will require a building permit.

#### EXAMPLE

Contract Valuation		\$15,000.00						
Plan Check		\$15,000.00	X	.0025	=	\$37.50		
Building Permit		\$15,000.00	X	.0045	=	\$67.50		
Electric Permit		\$15,000.00	X	.01	=	\$30.00	Minimum Fee	
Plumbing Permit		\$15,000.00	X	.01	=	\$30.00	Minimum Fee	
SMIP Fee		\$15,000.00	X	.0001	=	\$ 2.00		
				TOTAL		\$167.00		

### MISCELLANEOUS PERMITS

#### SOLAR INSTALLATION

#### RE-ROOF

One percent of Contract Valuation

#### RESIDING

#### REMODELING/ RENOVATION

#### ELECTRICAL

#### PLUMBING

\$30.00 per permit

#### MECHANICAL

#### DEMOLITION

#### SPECIAL INSPECTIONS

\$30.00/per hour

# MOBILE HOMES

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## INSTALLATION

Mobile Home on Foundation	\$180.00
Mobile Home in Park	\$ 80.00
Awnings	\$ 30.00
Carport	\$ 30.00
Cabana	\$ 30.00
Porch	\$ 30.00
Plan Check	\$ 30.00
Electrical	\$ 30.00
Mechanical	\$ 30.00
Grading Permits	( See Attached Grading Schedule)
Retaining Wall	\$ 10.00 per lineal foot

## **FIRE FEES**

AMENDED APRIL 22, 2003

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### **Loomis Fire Protection District**

**(916) 652-6813 OR 652-6858**

NOTE: ALL FIRE FEES ARE PAID DIRECTLY TO THE LOOMIS FIRE PROTECTION DISTRICT (LFPD). IT IS THE APPLICANTS RESPONSIBILITY TO DELIVER AND PICK UP PLANS FOR PLAN CHECK TO LFPD.

**ALL BUILDINGS & ADDITIONS UNDER 500 SQ FT ARE EXEMPT FROM FIRE FEES**

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### **PENRYN FIRE PROTECTION DISTRICT**

**(916) 663-3389 OR (916) 663-4582**

NOTE: ALL FIRE FEES ARE PAID DIRECTLY TO THE PENRYN FIRE PROTECTION DISTRICT (PFPD). IT IS THE APPLICANTS RESPONSIBILITY TO DELIVER AND PICK UP PLANS FOR PLAN CHECK TO PFPD.

**ALL BUILDINGS & ADDITIONS UNDER 500 SQ FT ARE EXEMPT FROM FIRE FEES**

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### **SOUTH PLACER FIRE PROTECTION DISTRICT**

**(916) 791-7059**

NOTE: ALL FIRE FEES ARE PAID DIRECTLY TO THE SOUTH PLACER FIRE PROTECTION DISTRICT (SPFPD). IT IS THE APPLICANTS RESPONSIBILITY TO DELIVER AND PICK UP PLANS TO SPFPD.

**ALL BUILDINGS & ADDITIONS UNDER 500 SQ FT ARE EXEMPT FROM FIRE FEES**

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**ALL PROPOSED HOMES OVER 3600 SQ. FT. WILL REQUIRE FIRE MARSHAL  
REVIEW**

**Loomis Fire Protection District.....(916) 652-6813**

The Loomis Fire Protection District will collect the fire protection fees from all new development within the boundary of the Loomis Fire Protection District before building permit issuance. The fee is based on the covered square footage of the structure(s), which would include living/habitable area, garages, covered patios, carports, etc.

“New development” includes the covered building square footage of additions and/or modifications to existing development as long as the addition/modification increases the existing structure by over 500 square feet. Loomis Fire Protection District does not require any plans for Single Family Dwellings but does require all related plans for commercial projects, gated communities and private gated driveways.

Below are the current fire protection fees automatically adjusted annually to account for the inflation of construction and acquisition costs in March of each calendar year. Increase is based by the San Francisco Construction Cost Index as reported in the *Engineering News Record* for the 12-months period ending December of the prior year.

Residential .....\$0.48 cents per square foot  
Non-Residential.....\$0.89 cents per square foot

**Fee Exemptions**

The following types of development are specifically exempt from the fire protection fee program.

1. Per Placer County’s Ordinance 4225-B, any internal or external alternation or modification to existing residential and non-residential buildings when no change in use occurs and the square footage increase is 500 square feet or less.
2. Any replacement or reconstruction of any structure that is damaged or destroyed as a result of fire, flood, explosion, wind, earthquake, riot, or other calamity, or act of God. If the building replaced or reconstructed exceeds the documented total floor area of the damaged/destroyed building, the excess square footage is subject to the fire protection fees. If a structure has been vacant for more than one year, no exemption or credit shall apply. If structure is replaced with an alternative land use, such as replacing a single family home with a commercial building, no exemption shall apply
3. Residential accessory structures that do not increase covered building square footage such as open decks and pools.

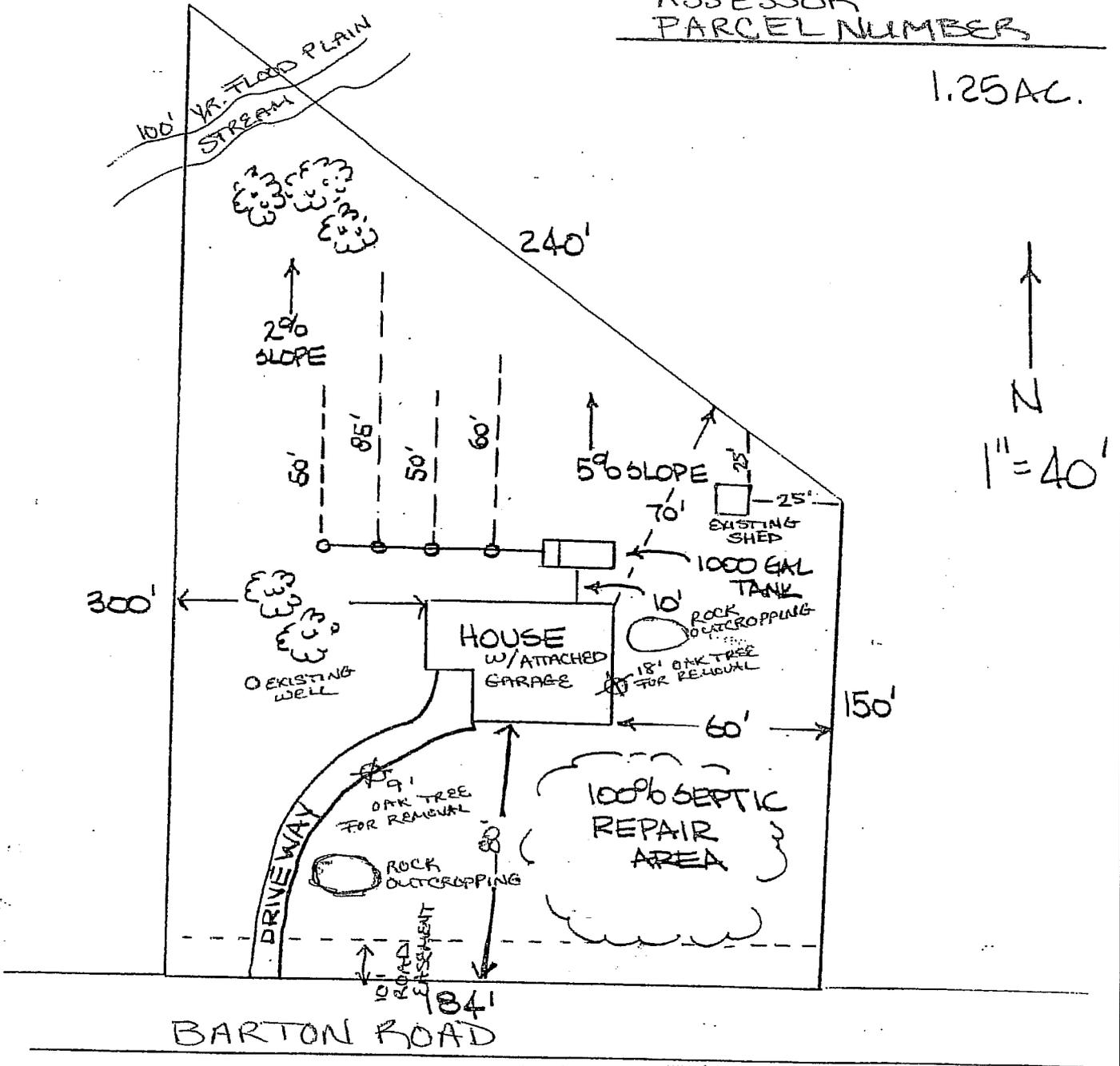
Written fee waivers may be available on a case-by-case basis for certain agricultural facilities, temporary structures (including temporary mobile homes), or other facilities that are determined by the District’s Board to not impact the fire facilities identified in the fee program.

Note: All fire fees are to be paid directly to the Loomis Fire Protection District. Fees will be paid at the Fire District Administration office located at 5850 Horseshoe Bar Road. It is the applicant’s responsibility to deliver and pick up plans for plan checks to Loomis Fire Protection District. PLEASE CALL (916) 652-6813 FOR AN APPOINTMENT.

SAMPLE  
SITE MAP

OWNER \_\_\_\_\_  
PROJECT \_\_\_\_\_  
STREET ADDRESS \_\_\_\_\_  
ASSESSOR \_\_\_\_\_  
PARCEL NUMBER \_\_\_\_\_

1.25 AC.



# DEVELOPMENT FEES

Effective November 1, 2006

**Note:** Development fees are required for all new single family developments, including second residential dwellings, and commercial/industrial, also for all newly created lots at time of building permit. All residential, commercial/industrial additions exceeding 500 square feet are required to pay fire and school fees. Also, all commercial development additions are required to pay all development fees calculated by square footage.

## DRAINAGE

Single Family	\$ 549.00 /Dwelling Unit
Multi-Family	\$ 342.00 /Dwelling Unit
Commercial/Industrial	\$ 2,884.00 per Acre

## ROAD CIRCULATION/MAJOR ROADS

Single Family	\$ 2,359.00/Dwelling Unit
Multi-Family	\$ 1,439.00/Dwelling Unit
Commercial	\$ 3,115.00 per 1000 sq. ft
Industrial	\$ 2,147.00 per 1000 sq. ft

## HORSESHOE BAR/INTERCHANGE FEE

Single Family	\$ 1,357.00/Dwelling Unit
Multi-Family	\$ 828.00/Dwelling Unit
Commercial	\$ 1,792.00 per 1000 sq. ft.
Industrial	\$ 1,236.00 per 1000 sq. ft.

## SIERRA COLLEGE CIRCULATION FEE

Single Family	\$ 731.00/Dwelling Unit
Multi Family	\$ 446.00/Dwelling Unit
Commercial	\$ 955.00 per 1000 sq. ft.
Industrial	\$ 665.00 per 1000 sq. ft.

## COMMUNITY FACILITY FEE

Single Family	\$ 2,387.00/Dwelling Unit
Multi-Family	\$ 1,583.00/Dwelling Unit
Commercial	\$ 468.00 per 1000 sq. ft
Industrial	\$ 345.00 per 1000 sq. ft

## DRY CREEK WATERSHED DRAINAGE IMPROVEMENT FEE

Single Family	\$ 311.00/Dwelling Unit
Multi-Family	\$ 119.00/Dwelling Unit
Industrial/Commercial	\$ 1427.00/Acre

## QUIMBY IN-LIEU FEE

Single Family	\$ 2,408.00/Dwelling Unit
Multi-Family	\$ 1,596.00/Dwelling Unit

## PARK ACQUISITION

Commercial	\$ 471.00/Unit
Industrial	\$ 349.00/Unit

## PASSIVE PARK / OPEN SPACE

Single Family	\$ 1,400.00/Dwelling Unit
Multi-Family	\$ 929.00/Dwelling Unit
Commercial	\$ 273.00./Unit
Industrial	\$ 203.00/Unit

## PARK FACILITY IMPROVEMENTS

Single Family	\$ 2,888.00/Dwelling Unit
Multi-Family	\$ 1,929.00/Dwelling Unit
Commercial	\$ 569.00/Unit
Industrial	\$ 421.00/Unit

## PLACER COUNTY CAPITAL FACILITY IMPACT

Single Family	\$ 2,092.94/Dwelling Unit
Multi-Family	\$ 1,524.16/Dwelling Unit
Age Restricted Senior Citizens	\$ 1,376.07/Dwelling Unit
Office Space	\$ .40/per sq. ft.
Retail	\$ .25/per sq. ft.
Industrial	\$ .20/per sq. ft.
Warehouse Space	\$ .05/per sq. ft.

## LOW INCOME DENSITY BONUS

Development of 5 or more dwelling units	\$ 750.00/Dwelling Units
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## SPECIFIC PLAN FEE /MASTER PLAN

\$ 852.00/Acre
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**NOTE:** At the time of the approval of the project, or at the time of the imposition of the fees, dedications, reservations, or other exactions, there is a 90-day approval period in which the applicant may protest. The 180-day period to file an action to attack, review, set aside, void, our annual fees, dedications, reservations, or other exactions, imposed on a development by a local agency, shall be filed within 180-days after the delivery of the notice required by the provisions. This applies not only to residential housing developments but to any project undertaken for the purpose of development, including commercial projects. (AB 3081 Olberg, Chapter 549)



# TOWN OF LOOMIS

6140 Horseshoe Bar Road, Suite K  
Loomis, CA 95650  
916.652.1840 Fax: 916.652.1847

## Grading Permit Submittal Requirements

Have the site address, assessor's parcel number, owner's name/address/telephone number, contractor's name/address/telephone number/contractor's license number, and the engineer's name/address/telephone number at the time of grading permit application.

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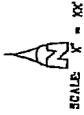
- Grading Permit Application (filled out at the time of submittal).
- Two (2) or more complete sets of plans, as determined by the director of public works. A complete set includes an 8 ½" x 11" site plan showing all existing buildings and square footage, proposed projects, acreage of the site, all oak trees with a diameter of six or more inches as measured fifty-four inches above the ground (show drip lines), all trees other than: willows, fruit trees, eucalyptus, alders, cottonwoods, or pines, that are nineteen inches or more in diameter as measured at fifty-four inches above the ground (show drip lines), rock outcroppings, easements, property lines, setbacks, ground contours, north arrow, scale, street names, septic system/well if applicable, and stream/flood plain/swales/drainage ditches/wetlands if applicable.
- Prior to the issuance of a grading permit, the applicant must furnish finalized minor, rough or finished grading plans. When the finalized grading plans and other required documents (such as final conditions of approval, studies, reports, estimates, etc...) have been approved and the fees paid, a grading permit will be issued by the director of public works. The work shall be done in strict compliance with the approved plans and specifications which shall not be changed or altered except in accordance with the provisions of this article. (Ord. 210 § 11, 2004; Ord. 55 § 1.12, 1987)
- Environmental Health approval (if applicable) for septic and well. Ph. # 530.745.2300
- Encroachment Permit if encroaching on Town right-of-way. Bonding for the cost of right-of-way improvements. Liability insurance in the amount of \$1,000,000.00, naming the Town of Loomis as "Additional Insured". Inspection fee based on \$55.00 an hour.
- All oak tree with a diameter of six or more inches as measured fifty-four inches above the ground and all trees other than: willows, fruit trees, eucalyptus, alders, cottonwoods, or pines, that are nineteen inches or more in diameter as measured at fifty-four inches above the ground must be fenced prior to grading. Prior to the start of grading, an official from the Town will need to verify that fencing is up around all protected trees. When ready for fencing inspection, call 916.652.1840. Zoning Ordinance 13.54.050
- Tree Removal Permit (\$50.00 application fee) if applicable, with arborist report.

**NOTE:** Per Loomis Municipal Code, Title 5, all contractors are required to obtain a business license with the Town of Loomis.

UNALC	Environmental Impact Reports/Studies (EIR)	Estimated by Town staff
UNALC	NEPA EIS	Estimated by Town staff
UNALC	EIR/Study Notice of Preparation	Part of EIR
UNALC	Negative Declaration	\$765
MISCP	CEQA Notice of Exemption	\$265
MISCP	Exemption Verification	\$90
MISCP	Extension of Time	\$355
ENGIN	Flood Zone Letter Research	\$155
GPA	General Plan Amendment:	
GPA	Text	\$2,490
GPA	Map	\$2,490
GPA	GPA/Rezone Combination	\$3,375
GPLAN	General Plan Fee	\$910/acre (prorated for fraction of acres)
GRADE	Grading Permits	
BUSHO	Home Occupation Permit (includes 1st year business license Limited Term Permits)	\$85
	Temporary Outdoor Displays and Sales	
	Events	*\$100 deposit +/- actual costs
	Location Filming	*\$100 deposit +/- actual costs
MODEL	Model Homes	*\$100 deposit +/- actual costs
	Seasonal Sales Lots	\$810
MISCP	Temporary Real Estate Sales Office	\$380
MISCP	Temporary Residence	\$200
MISCP	Temporary Structure	\$200
MISCP	Similar Temporary Activities	\$380
LOT/L	Lot Line Adjustment	\$1,825
UNALC	Master Development Plan	Estimated by Town staff
MLD	Minor Land Division	\$2,275
MLD	Parcel Map Check - with improvements	\$ 2,680 plus \$50 per lot
MLD	Parcel Map Check - without improvements	\$ 2,120 plus \$50 per lot
MLD	Amended Parcel Map Check - (Technical Error)	\$1,115
MLD	Parcel Map Check - Certificate of Correction (Technical Error)	\$1,000
MLD	Amended Parcel Map Check - Certificate of Correction	\$1,000
MISCP	Mitigation Monitoring - Environmental Mitigations	Estimated by Town staff
MISCP	Modification to Approved Projects	
	Park Use	\$805
	Parking Plaza Use	*Res.=\$25 +/- actual costs; Others=\$50 +/- actual costs
ENGIN	Research - Engineering - Additional Hours	*Res.=\$25 +/- actual costs; Others=\$50 +/- actual costs
MISCP	Research - Planning - Additional Hours	Estimated by Town staff

Effective: February 11, 2006

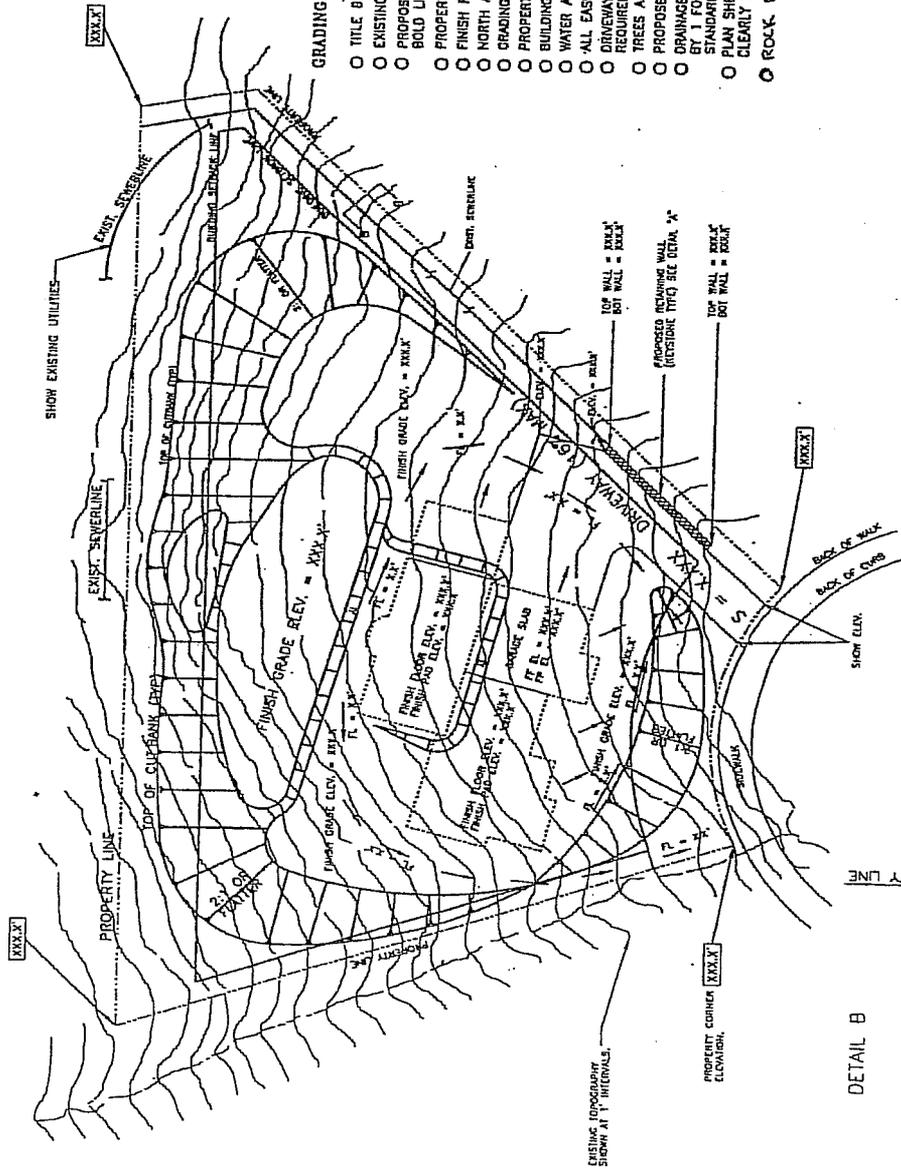
\*April 11, 2006



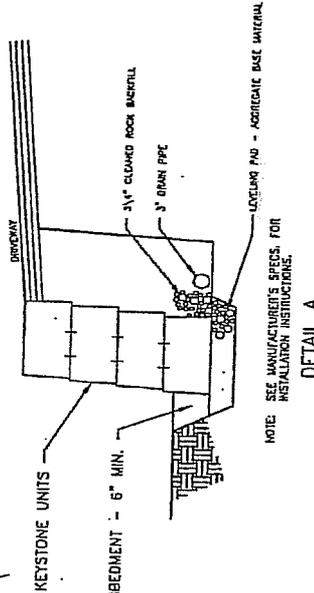
# SAMPLE PLAN

## GRADING PLAN SUBMITTAL REQUIREMENTS

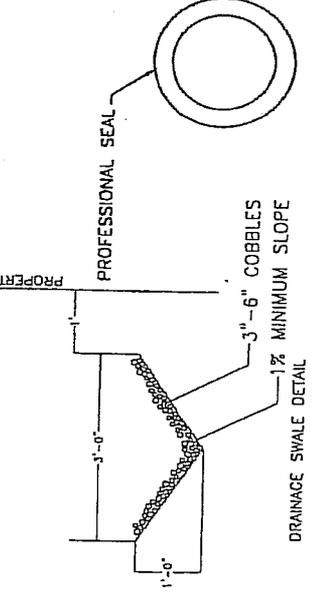
- TITLE BLOCK SHOWING A MINIMUM OF PROJECT NAME, DATE, ENGINEER AND SCALE
- EXISTING TOPOGRAPHY (1 FOOT INTERVALS) SCREENED OR LIGHTENED LINE WEIGHT, BOLD LINE WEIGHT.
- PROPOSED TOPOGRAPHY (1 FOOT INTERVALS, TIE PROPOSED TOPO INTO EXISTING)
- PROPERTY CORNER ELEVATIONS.
- FINISH FLOOR AND PAD ELEVATIONS.
- NORTH ARROW, SCALE AND LEGEND.
- GRADING QUANTITY CALCULATIONS IN CUBIC YARDS (COMBINED CUT AND FILL).
- PROPERTY LINES AND FENCES.
- BUILDING FOOTPRINTS.
- WATER AND SEWER LINES HOOR-UPS.
- ALL EASEMENTS, MANHOLES, VALVE BOXES, UTILITY LINES, ETC.
- DRIVEWAY SLOPES (ON NEGATIVE SLOPE DRIVEWAYS, 4 INCHES CHANNEL DRAIN REQUIRED 4 FEET AWAY FROM, 6 INCHES BELOW, GARAGE FLOOR).
- TREES AND DRIP LINES.
- PROPOSED RETAINING WALLS (TOP AND BOTTOM OF WALL ELEVATIONS NOTED).
- DRAINAGE PATTERNS AND DRAINAGE SWALE DETAIL. SWALES SHALL BE 3 FEET WIDE BY 1 FOOT DEEP, CORNER ROUNDED, WITH A MINIMUM SLOPE OF 1%.
- STANDARD DRAINAGE NOTES.
- PLAN SHEET SHOULD BE 24"x36" BUT MAY BE SMALLER IF GRADING CAN BE CLEARLY SHOWN.
- ROCK OUTCROPPINGS



<b>PROJECT NAME</b>		<b>PROJECT ADDRESS</b>	
DATE: DD/MM/YYYY	DESIGNED BY:		
SCALE: X" = XX'		SHEET X OF X	

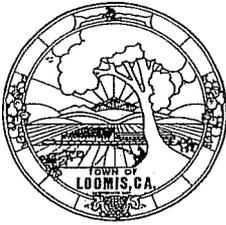


NOTE: SEE MANUFACTURER'S SPECS. FOR INSTALLATION INSTRUCTIONS.



DETAIL B

DETAIL A



**TOWN OF LOOMIS**  
 6140 Horseshoe Bar Road, Suite K  
 Loomis, CA 95650  
 (916) 652-1840 Fax (916) 652-1847

**Filing Fees \$50.00**

**TREE PERMIT**

**Planning**

Receipt # _____	Planning Department Use Only	APN _____
Received By _____		Zoning _____
Date _____		File # _____

Completed by Applicant

- Property Owner \_\_\_\_\_ Telephone \_\_\_\_\_  
 Address \_\_\_\_\_
- Applicant \_\_\_\_\_ Telephone \_\_\_\_\_  
 Address \_\_\_\_\_
- Describe protected tree(s) to be removed or to have its protected zone be disturbed greater than 20% or located on a site of a discretionary project: species, diameter at breast height, and what development activity will occur in the general vicinity of the tree (i.e. grading, utilities, structures, etc.). \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Has an Arborist Report in compliance with Section 13.54.040 of Municipal Code been included? \_\_\_\_\_
- Is a Homeowner's Association approval required? \_\_\_\_\_ If so, please attach letter of authorization.
- Has a Site Plan been included with this application? \_\_\_\_\_ (see reverse side for site plan requirements)
- Have the Standard Policies and Procedures for Approved Work been included on the plan? \_\_\_\_\_

I hereby declare that the above information shown on the site plan is accurate.

_____ Signature of Property Owner	_____ Signature of Applicant
_____ Date	_____ Date

Date of Approving Body's Action _____	Planning Department Use Only	Approve _____ Denied _____
Summary /Conditions of approval _____ _____ _____		
_____ Signature of Approving Body		

**Site plan.** A Tree Permit application shall include a site plan with the following information, provided that the requirement for a site plan may be waived by the Director if the permit is for removal of dead trees or hazardous trees.

**a. Physical features of the site.** The site plan shall accurately show the location of the following existing and proposed features of the site, and structures on the site:

- (1) Property lines;
- (2) Streets, access easements and/or public or private driveways and other paved areas;
- (3) Existing and proposed buildings or structures, including eaves and other architectural features, and the dimensions of the setbacks of all buildings and structures from property lines;
- (4) Parking and other paved areas;
- (5) Land uses on the site (existing and proposed as applicable);
- (6) Proposed grading and construction - including utilities, if available;
- (7) Existing and proposed grades; and
- (8) Chimneys.

**b. Tree locations and protected zones.** The site plan shall show each protected tree on the site, together with the exact location of the base and dripline for each protected tree within areas of the site subject to grading, other construction or alteration of the ground surface.

- (1) A survey of the exact horizontal and vertical locations of the protected trees trunks shall be conducted by a professional engineer or a licensed land surveyor. Each tree shall be numbered on both the site plan and grading plan. The base elevation of each protected tree shall be shown on the grading plan.
- (2) The exact location of the protected zone of a protected tree is crucial to evaluate impacts from construction; consequently, rough approximations will not be acceptable.
  - (a) The radius of the protected zone is a circle equal to the trunk diameter in inches converted to feet. (For example, the radius of the protected zone of a tree with a trunk diameter of six inches is six feet.) Trunk diameter is measured at 54 inches above the ground
  - (b) In the case of a trunk that is divided into limbs at a point below 54 inches, the trunk diameter shall be measured at the narrowest diameter of the trunk between the base of the tree and 54 inches above the ground.

In certain cases, it may be possible to physically stake the surveyed corner of a buildings or related improvements in the field in order to assess the potential impacts upon the trees.

## Basic Excerpts from Loomis Tree Ordinance- Chapter 13.54 of the Municipal Code

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A **protected tree** is any of the following:

1. A **native oak tree** with a **diameter of six or more inches** as measured 54 inches above the ground;
2. Any other **mature tree** that is **19 inches or more in diameter** as measured at 54 inches above the ground, and located on a commercial parcel, or on a residential parcel that can be further subdivided, or on a parcel in the RA, RE, or RR zones, provided that the tree is **not a willow, fruit tree, eucalyptus, alder, cottonwood, or pine**;
5. A **tree required to be planted, relocated, or preserved as a condition of approval** of a Tree Permit or other discretionary permit, and/or as environmental mitigation for a discretionary permit; and
6. A **tree within 100 feet of a perennial stream, or within 50 feet of a seasonal stream.**

**Tree Permit shall be required prior to:**

- a. The relocation, removal, cutting-down, or other act that causes the destruction of a protected tree;
- b. **Prior to any grading, paving, or other ground-disturbing activity** within the protected zone of a protected tree where the **encroachment exceeds 20 percent of the protected zone**; and
- c. The approval of a **Use Permit, Minor Use Permit, Variance, or subdivision map**, hereafter referred to as "discretionary projects."

**Exceptions.**

1. **Existing trees on residential property.**
  - a. Protected trees within the RS, RM, or RH zoning districts, on a parcel that cannot be further subdivided based on the minimum lot area requirements of the applicable zoning district.
  - b. Protected trees on a parcel within the RA, RE, or RR zoning districts, where the total number of trees proposed for removal within any 10-year period comprise 10 percent or fewer of the total number of protected trees on the parcel.
2. **Emergency situation.** Cases of emergency where the **Director, Town Engineer, a member of a law enforcement agency, or the Fire Department determines that a protected tree poses an imminent threat to the public safety, or general welfare.**
3. **Traffic visibility obstructions.** Removal or relocation of trees necessary to maintain adequate **line-of-sight distances as required by the Director, or Town Engineer.**
4. **Public utility damage.** Removal of trees for the **protection of existing electrical power or communication lines.**
7. **Dead or dying trees.** Removal of trees determined by the Director, or an arborist approved by the Director, to be dead or dying, have become hazardous or unsightly as a result, and provide limited habitat value.

## **13.54.050 Standard Policies and Procedures for Approved Work (around protected trees)**

All Tree Permits shall be deemed to incorporate the provisions of this chapter except as the Tree Permit may otherwise specifically provide.

- A. **Trenching procedure.** Trenching within the protected zone of a protected tree, when permitted, may only be conducted with hand tools or as otherwise directed by an arborist, in order to avoid root injury.
- B. **Cutting roots.**
  - 1. Minor roots less than one inch in diameter may be cut, but damaged roots shall be traced back and cleanly cut behind any split, cracked or damaged area.
  - 2. Major roots over one inch in diameter may not be cut without approval of an Arborist. Depending upon the type of improvement being proposed, bridging techniques or a new site design may need to be employed to protect the root and the tree.
- C. **Ground surface fabric.** If any native ground surface fabric within the protected zone must be removed for any reason, it shall be replaced within 48 hours.
- D. **Irrigation systems.** An independent low-flow drip irrigation system may be used for establishing drought-tolerant plants within the protected zone of a protected tree. Irrigation shall be gradually reduced and discontinued after a two-year period.
- F. **Protective fencing.**
  - 1. **Type of fencing.** A minimum five-foot high chain link or substitute fence (standard orange fencing is fine) installed at the outermost edge of the protected zone of each protected tree or groups of protected trees...
  - 2. **Fence installation.** The fences shall be installed in accordance with the approved fencing plan prior to the commencement of any grading operations or such other time as determined by the review body. The developer shall call the Public Works Director for an inspection of the fencing prior to grading operations.
  - 3. **Signing.** Signs shall be installed on the fence in four equidistant locations around each individual protected tree. The size of each sign must be a minimum of two feet by two feet and must contain the following language:  
"WARNING, THIS FENCE SHALL NOT BE REMOVED OR RELOCATED WITHOUT WRITTEN AUTHORIZATION FROM THE LOOMIS PLANNING AND BUILDING DEPARTMENT."  
Signs placed on fencing around a grove of protected trees, shall be placed at approximately 50-foot intervals.
  - 4. **Fence removal.** Once approval has been obtained, the fences shall remain in place throughout the entire construction period and shall not be removed without obtaining written authorization from the Department.
- G. **Retaining walls and root protection.** Where a Tree Permit has been approved for construction of a retaining wall within the protected zone of a protected tree, the developer shall provide for the immediate protection of exposed roots from moisture loss during the time prior to completion of the wall. The retaining wall shall be constructed within 72 hours after completion of grading.
- I. **Grading.**
  - 1. Every effort should be made to avoid cut and/or fill slopes within or in the vicinity of the protected zone of any protected tree.

2. No grade changes are permitted which cause water to drain to within twice the longest radius of the protected zone of any protected tree.
  3. No grade changes are permitted that will lower the ground on all sides of the tree.
- J. Chimney locations** - shall not be located within the canopy of the tree or in a location that sparks emitted from the chimney may damage a tree.
- L. The following information shall be on-site** while any construction activity is on going for a project requiring a Tree Permit:
1. Arborist's Report and all future modifications;
  2. Tree location map with a copy of the tree fencing plan;
  3. Tree Permit and inspection card;
  4. Approved construction plans;
  5. Tree Preservation Guidelines; and
  6. Approved planting and irrigation drawings.
- M. Information on standards.** The developer shall be responsible for informing all subcontractors and individuals who will be performing work around protected trees of the requirements of this Section for working around trees and conditions of approval for the project. This information shall be provided in writing to the subcontractors and employees by the general contractor or applicant.
- N. Utility trenching pathway plan.** As a condition of the Tree Permit, the developer will be required to submit a utility trenching-pathway plan for approval following approval of the project improvement or civil plans.
1. **Contents.** The trenching-pathway plan shall depict all of the following systems: storm drains, sewers, easements, water mains, area drains, and underground utilities. Except in lot sale subdivisions, the trenching-pathway plan must show all lateral lines serving buildings. To be completely effective, the trenching-pathway plan must include the surveyed locations of all protected trees on the project as well as an accurate plotting of the protected zone of each protected tree.
  2. **Standards for plan.** The trenching-pathway plan should be developed considering the following general guidelines:
    - a. The trenching-pathway plan must be developed to avoid going into the protected zone of any protected tree on its path from the street to the building.
    - b. Where it is impossible to avoid encroachment, the design must minimize the extent of such encroachment. Encroachments and mitigation measures must be addressed in a supplemental Arborist's Report.
- O. Final certification of tree work.** All of the tree preservation measures required by the conditions of the discretionary project approval, the Arborist's report and the Tree Permit, as applicable, shall be completed and certified by the developer's Arborist prior to issuing an occupancy permit.

## Arborist's Report Requirements (per 13.54.040)

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A Tree Permit application shall include an Arborist's report, in compliance with the following requirements, where determined by the Director to be necessary based on the number, type, and locations of trees on the site.

**A. Minimum information.** The Arborist's report shall include the following information:

1. Botanical name of trees by tree number;
2. Common name of trees by tree number;
3. Location of trees by tree number;
4. Diameter at 54 inches above the ground, by tree number;
5. Height by tree number (optional);
6. Dripline radius by tree number (measure longest radius);
7. Condition by tree number; and
8. Recommendations.

**B. Determination of tree condition.** The information on tree condition in the report shall be developed as follows:

1. **Rating system.** The condition of each tree is to be considered when determining a tree's rating according to the following categories: excellent (it is rare that a tree qualifies in this category); good; fair to good; fair; fair to poor; or poor.
2. **Factors to be considered.** At least the following factors shall be considered in light of the trees life expectancy under existing and planned conditions when determining a tree's rating:
  - a. The condition and environment of the tree's root crown (also roots, if applicable);
  - b. The condition of the trunk, including decay, injury callusing or presence of fungus sporophores;
  - c. The condition of the limbs, including strength of crotches, amount of deadwood, hollow areas, and whether there is excessive weight borne by them;
  - d. The condition and growth rate history of the twigs, including pest damage and diseases;
  - e. Leaf appearance, including abnormal size and density as well as pest and disease damage; and
  - f. The dripline environment, including evidence of grade changes and presence of water courses or ponding.
3. **Formulation of tree condition.** Using an averaging of the above factors together with the Arborist's best judgment, the tree shall be described using the above rating categories. It is important to rate structural condition separately from the tree's vigor condition if they are different. Root crown, trunk and limb ratings relate most to structure, while twigs and foliage, including growth rate, relate most to vigor. The structure of the root crown-trunk area is of primary importance and takes precedence over any other factor. This information should not be considered to be a formula but simply a guideline to help describe a tree's condition.

**C. Arborist's recommendations.** The Arborist's recommendations shall be developed in compliance with the following:

1. **Recommendations by tree number.** Based upon the conditions and findings, recommendations should be made that logically follow the report conditions. For instance, if weak crotches are reported, cabling would be a logical recommendation to include in the report. These recommended mitigative measures should be spelled out and in some cases may even improve the tree's condition ratings.
2. **Preservation measures for each tree not being removed.** The specific recommendations must consider the impacts from the activities proposed.